Class Tasks A2.1
Formatting Data
Suggested Answers

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Class Task 2.1.1 – Formatting Data 1

You have been given the following data to enter into the worksheet Exercise 2.1.1 of the Spreadsheet *A.2.1 Class Tasks Student Worksheet.xlsx*:

Fruit and Vegetable costs Summer 2021

FRUIT	***Cost Per Kilo***
Apples	***35***
Oranges	***45***
Pears	***27***
Grapes	***45***

Carry out the following tasks:

- Put the title into cell B1.
- Enter the first column into cell B2, and the second into cell C2.
- Carry out the formatting operations specified in the table. Use the checklist to tick off the tasks as you are doing them.
- You must make sure that all data is readable.
- Screenshot your final sheet when finished.
- Compare your answers with the Model Answer given.

Time Allowed: 10 minutes

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Formatting

Task	Formatting	Completed?
1	Set the header row to Cordia UPC, 20 Point, Bold	
2	Widen and heighten the header row so the text is visible.	
3	Format all the data so the text is centre aligned both horizontally and vertically.	
4	Format the odd rows in dark grey	
5	Format the even rows in light grey	
6	Set the text colour in the odd rows to white	
7	Adjust the height of each row to make the text stand out.	
8	Put a thick box border around the header row, the list of fruit and the prices but NOT around each individual cell.	
9	Merge cells B1 and C1 and wrap the text.	
10	Adjust the title row height so the text is readable in a single line.	
11	Format the title row to Trade Gothic Next Heavy, 14 Point, white, Dark blue shade	

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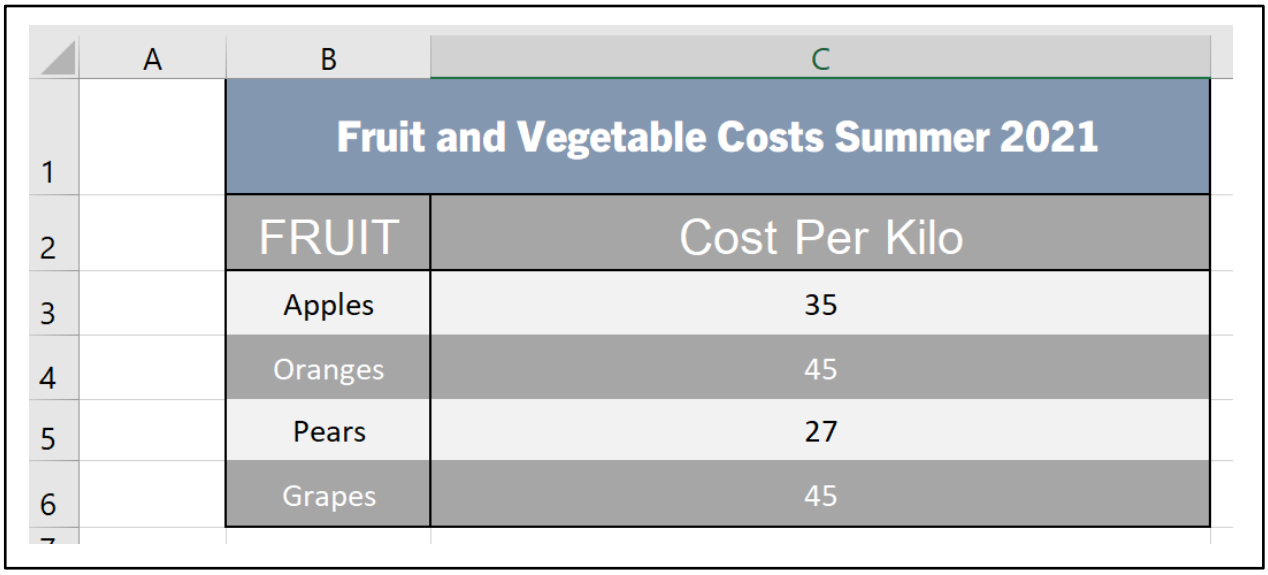
Final Spreadsheet Screenshot:

Class Task 1.2



	A	B	C
1		Fruit and Vegetable Costs Summer 2021	
2		FRUIT	Cost Per Kilo
3		Apples	35
4		Oranges	45
5		Pears	27
6		Grapes	45

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